



PACIFIC COLLEGE
of HEALTH AND SCIENCE

STUDENT MANUAL
2026-2027



BACHELOR OF SCIENCE IN NURSING

(PRELICENSURE OPTION)

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Bachelor of Science in Nursing Program Overview

The Bachelor of Science in Nursing (BSN) programs focus on preparing nurse graduates for diverse healthcare settings characterized by the need for patient-centered, relationship-based and evidence-based care. Unique to the PCHS nursing program is the inclusion of holistic and integrative health approaches to providing this care. The nursing programs blend online lectures with on-campus skills laboratory sessions and simulation learning activities. Utilization of various teaching-learning methods provides adult learners in the program a rich and engaging learning experience to prepare them in their nursing professional careers. The Program Learning Outcomes for the BSN curriculum can be found in the [***PCHS College Catalog***](#).

The Bachelor of Science in Nursing (Prelicensure Option) provides students with clinical learning experiences that promote development of entry-level competencies for the nurse graduate to provide safe and effective evidence-based nursing care. The program's framework of holistic and integrative nursing practice, with a focus on patient- and relationship-centered care, provides students **810 hours** of clinical experiential learning opportunities with individuals, families, population groups, and communities across a range of healthcare settings. *Refer to the [***PCHS College Catalog***](#) for the specific list of courses with clinical hours requirements.*

The Mission of the Bachelor of Science in Nursing Program

The Bachelor of Science in Nursing (BSN) program at Pacific College of Health and Science is dedicated to preparing compassionate, highly skilled generalist nurses who provide evidence-based, relationship-centered care to promote human healing and flourishing. Grounded in the principles of holistic and integrative nursing, our program equips students with the knowledge, clinical judgment, and empathy needed to address the diverse needs of individuals, families, and communities. We are committed to fostering a learning environment that encourages innovation, ethical practice, and the integration of mind, body, and spirit to achieve optimal health outcomes for all. Through a comprehensive curriculum and experiential learning, we prepare nurses to be leaders and advocates in advancing healthcare quality and equity.

The Vision of the Bachelor of Science in Nursing Program

Pacific College of Health and Science envisions the Bachelor of Science in Nursing (BSN) program becoming a recognized leader in preparing nurses who implement high quality, evidence-based practice using a holistic nursing framework and integrative nursing practices. We strive to be a catalyst for advancing nursing practice by fostering a deeper understanding of relationship-centered care, empowering individuals to achieve healing and sustained well-being. By embracing innovation, compassionate practice, and interprofessional collaboration, we aim to contribute to the transformation of healthcare, bringing comprehensive nursing care to where people live, learn, and thrive, ultimately improving health outcomes for individuals and communities.

The Core Values of the Bachelor of Science in Nursing Program

Our Bachelor of Science in Nursing (BSN) program is guided by a commitment to improving lives through compassionate, high-quality evidence-based care. We embody these values in our daily actions and interactions, fostering a culture of excellence and holistic well-being:

Integrity: We uphold the highest ethical standards, ensuring honesty, accountability, and professionalism in all aspects of nursing education and practice.

Mindfulness: We cultivate presence and awareness, encouraging thoughtful, relationship-centered care that honors the whole person—mind, body, and spirit.

Compassion: We lead with empathy, embracing a deep sense of responsibility to support healing and human dignity in every individual.

Critical Thinking: We empower our students to apply rigorous evidence-based reasoning, making informed decisions that enhance the quality of care and patient outcomes.

Collaboration: We promote teamwork, valuing the contributions of all healthcare professionals and fostering partnerships that enhance care across diverse communities.

Education: We are dedicated to lifelong learning, ensuring our graduates remain at the forefront of nursing knowledge, skills, and innovation to meet the evolving needs of healthcare.

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Through these shared values, we prepare nurses to lead with purpose, inspire change, and make a lasting impact on the health and well-being of those they serve.

Bachelor of Science in Nursing Program Learning Outcomes

The graduate of the Pacific College Bachelor of Science Program in Holistic Nursing will:

1. Practice within the ethical, legal, and regulatory frameworks of nursing and the standards of professional holistic nursing practice from a theoretical and evidence-based caring-healing framework.
2. Utilize clinical judgment to provide holistic, safe, high quality, relationship-centered care to all people that reflects an understanding of the human condition and care management across the health-illness continuum.
3. Deliver culturally aware and sensitive, compassionate nursing care in all settings that respects individual and other preferences and values, while supporting health, healing, and well-being.
4. Demonstrate accountability and responsibility towards creating ethical practice environments that support sustainability of the nursing discipline and the interprofessional healthcare community.
5. Communicate effectively with all members of the interprofessional healthcare team, the individual, and their support network to promote optimal health outcomes.
6. Apply nursing knowledge and skill to conduct a comprehensive and focused holistic health assessment of individuals, families, communities, and populations.
7. Utilize knowledge, skills, and advocacy to influence policy and promote health, wellness, risk reduction, and disease prevention based on social determinants of health for individuals, populations and communities.
8. Provide health teaching and coaching that reflects developmental stage, age, culture, spirituality, individual preferences, environment, and health literacy considerations to foster individual/family/population engagement in their healing.
9. Use critical thinking, research, theory, and evidence-based nursing interventions including complementary/integrative health approaches for persons accessing acute, chronic, restorative, hospice, and palliative care.
10. Demonstrate knowledge and skills with healthcare technologies, including information and communication technologies, and informatics to provide safe high-quality nursing care services to achieve optimal client/patient outcomes.

11. Demonstrate transformational leadership skills to coordinate systems-based resources to provide safe, quality, inclusive, and equitable holistic nursing care to diverse populations.
12. Demonstrate professional accountability and responsibility to healing self, individuals, society, and the planet through self-reflection, self-care and lifelong learning.
13. Demonstrate capacity and resourcefulness for working within states of ambiguity and unknowing in nursing practice, healthcare systems, and the world.

Academic Standards and Progression

Hybrid Program Structure

The program is hybrid, meaning that there are significant online and in-person learning requirements.

Schedule of Classes

Many nursing courses require in-person (on campus) exams. These exams are scheduled at the beginning of the semester and may take place between 8:00 a.m. and 9:00 p.m. on any day of the week.

Clinical learning laboratory times are scheduled to accommodate clinical site availability and will take place between 8:00 a.m. and 9:00 p.m. on any day of the week.

Clinicals are scheduled throughout the semester and may take place around the clock (including overnight shifts) on any day of the week. Clinical generally takes place in 8- or 12-hour shifts.

Flexibility in Scheduling

Due to the complex nature of the availability of clinical learning sites and faculty, students' work schedules and other personal obligations cannot be considered in the assignment of clinical, laboratory, or examination schedules.

Faculty to Student Ratios

The program adheres to following faculty-to-student ratios in the specified learning environments:

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Learning Environment	Faculty: Student Ratio
Online Didactic	1:25-30
Clinical Learning Laboratory	1:16-20
Clinical Practicum	1:8

Minimum Grade

For all **nursing courses** (those whose course code begins with a **NR**), a grade of “B- “(2.66) or higher must be achieved to pass the course. A grade of C+ (2.33) or below is considered a course failure.

For select courses, students must achieve an exam average of 77% to pass the course (failure to do so will result in a course letter grade of F). Additional course requirements will not be taken into consideration in determining a final course grade if the 77% exam average is not achieved. This applies to the following courses:

- BIO300: Pathophysiology
- NR354: Holistic Health Assessment
- NR310: Essentials of Nursing Practice
- NR452: Pharmacology
- NR312: Holistic Caring for Adults I
- NR314: Holistic Caring for Families
- NR410: Holistic Mental Health and Wellness Nursing
- NR 412: Holistic Caring for Adults II
- NR404: Community Health Nursing
- NR425: Senior Seminar and Practicum

Additionally, students must meet expectations (77%) of the head-to-toe performance exam in NR354 Holistic Health Assessment Lab to pass the course.

For the following courses in the arts and sciences, a grade of “B- “(2.66) or higher must be achieved to pass the course. A grade of C+ (2.33) or below is considered a course failure.

- BIO110/BIO110L Anatomy and Physiology I
- BIO210/BIO210L Anatomy and Physiology II
- BIO315/BIO315L Microbiology
- BIO300 Pathophysiology
- BIO400 Psychoneuroimmunology

- MA102: College Algebra

For select arts and science course pairs that consist of separate didactic and a lab courses, the didactic course must always be taken with the lab course even if one or the other was previously passed. One can never be taken without the other as the lab course applies principles that are learned in the didactic course. These courses are:

- BIO110/BIO110L: Human Anatomy and Physiology I with Lab
- BIO210/BIO210L: Human Anatomy and Physiology II with Lab
- BIO315/BIO315L: Microbiology with Lab

Course Examinations

All examinations are administered in person on campus or other designated locations and are proctored by college personnel. Students are required to be present for all scheduled examinations. Students must arrive for all examinations at least 30 minutes before the scheduled start time. Those who arrive more than 15 minutes after the examination begins will not be allowed to take the exam.

Students must bring their own laptop computer to campus or the designated testing center for all examinations. The computer must meet all technical and system requirements as specified in the *Computer Hardware and Other Requirements* section of this manual and have a functioning webcam and microphone. Students are responsible for ensuring that Respondus LockDown Browser and Monitor are properly installed and operational on the computer, updated to the latest version before arriving for an examination, and that they have the administrator permissions necessary for Respondus to operate and, when necessary, install or reinstall. Students must complete all required Respondus system pre-checks and are strongly encouraged to complete the ATI Remote Proctoring Dry Run on the same computer that they will use for testing. Students must also bring the laptop power adapter with them to the exam.

Examination Schedule

The College will make every effort to publish the examination schedule as early as possible. However, examination schedules cannot be finalized until clinical schedules have been confirmed. As a result, examination schedules typically are not available until after the academic term has begun.

In most cases, the examination schedule will be available by the end of the second week of the term. However, because clinical placement schedules are subject to change and are influenced by external healthcare partners, this timeline cannot be guaranteed.

Students are expected to remain available to complete examinations throughout the term. Work or personal commitments should not be scheduled until the official examination schedule has been published.

The College reserves the right to modify examination dates, times, or locations when necessary, due to changes in clinical scheduling or other circumstances beyond the College's control. Students are responsible for monitoring course communications for examination schedule updates and are expected to attend examinations as scheduled.

Although the College's standard practice is to administer examinations in person, the College reserves the right to administer an examination remotely using remote proctoring technology when circumstances make in-person testing impracticable or otherwise require an alternative testing method. Such circumstances are expected to be rare and will be determined solely by the College. When remote testing is required, students must comply with all technical requirements and remote proctoring procedures communicated by the College.

Examination Security

To protect the integrity of the examination process, students may not bring any personal belongings into the testing room. This includes, but is not limited to, cellular phones, smart watches, fitness trackers, headphones, earbuds, electronic devices, bags, books, notes, or other personal items. Students must secure all personal belongings, including cell phones and other personal devices (completely shut off and powered down) into a campus locker. Students must bring their own lock and belongings must be removed from the locker.

Prior to the start of the examination, proctors may conduct reasonable security checks. These checks may include inspecting eyeglasses to verify that they do not contain recording, listening, transmission, or visual display technology, and visually confirming that students are not wearing earbuds or other listening devices in or around their ears. Students are expected to cooperate fully with all examination security procedures. Refusal to comply with these procedures may result in dismissal from the examination and

referral for review under the College's Academic Integrity and Professional Standards Policy.

Examination Session Recordings

During proctored examinations, technology will monitor and record the student through the computer's webcam and microphone and will record activity occurring on the student's computer screen. These recordings and related monitoring data are collected and maintained for exam security and academic-integrity monitoring and may be reviewed by authorized College personnel when appropriate. Testing recordings and monitoring data are security materials and are not part of the student examination review process. They will not be made available to students for viewing at any time, including when information obtained from a recording or monitoring system is used in connection with an investigation, finding, or appeal involving suspected academic dishonesty.

After Exam Completion Protocol

- Faculty Review: After the exam is completed, all responses will undergo a question analysis to ensure fairness and accuracy.
- Grade Release: Exam grades will not be automatically released following the exam. Instead, faculty will manually release grades after the review process.
- All exam results will be released within a week of exam completion.

Exam Review Protocol

- Student Request: Exam reviews will be conducted only upon student request and scheduled with the course faculty.
- Content of Review: Reviews will cover missed topics only.
- Exam Security: For security purposes, students will not be permitted to view actual exam questions or answers. Instead, faculty will review general content areas and concepts where errors occurred.
- Faculty Role: Faculty will provide clarification of concepts but will not disclose exam items in any form.

Missed and Make-up Exams

Exams, including course exams and practical laboratory exams, cannot be missed unless there are extenuating circumstances. If an exam is missed,

including instances where a student arrives for an examination more than 15 minutes after the scheduled start time, a grade of zero will be assigned.

In cases of extenuating circumstances, students must notify the faculty member as early as possible; however, this notification must occur before the exam begins. Make-up exams due to extenuating circumstances must be completed within seven (7) days of the original exam date. For non-extenuating circumstances, a grading penalty of a 15-point deduction from the raw score on the re-take exam may be applied.

Missed examinations will be rescheduled by the designated dean or designee in alignment with the clinical and laboratory schedule only. Student personal circumstances will not be considered when determining rescheduling dates. All rescheduled examinations must be completed within seven (7) days of the original scheduled examination date.

Attendance

Online didactic courses or course components: Attendance requires students to submit all required assignments or assessments (i.e. exams, quizzes) as scheduled in the course shell every week. Failure to do so will result in an absence for that course for the week. Any consecutive two-week period where a student does not submit required assignments or participate in required assessments will result in administrative withdrawal from the course and a grade of “WF” will be earned for the course.

Science (anatomy & physiology and microbiology) laboratory courses: Attendance for all in-person lab sessions is required. Failure to attend all in-person lab sessions will result in a failing grade for the lab course. Since the lab and its co-requisite course are linked, failure in the lab course results in failure of the co-requisite course. The student will be required to retake both the lab and the co-requisite course the following semester. If a student misses a lab, they must complete an approved virtual make-up lab within 7 days of the missed session. Virtual make-up labs may earn a maximum of 85 % of the possible points for that session. No more than two virtual lab make-ups are allowed without prior approval from the Dean of Arts and Sciences or the Dean’s delegate.

Nursing laboratory and clinical courses or course components: Courses may have lab and clinical components, and 100% attendance is required for these components. Students must make up all missed clinical and lab hours/sessions. Students will follow the electronic make up request guide procedures as outlined via the student hub site. Make up requests for

unanticipated absences are to be submitted electronically within 72 hours of the missed clinical or lab session; and 7 days prior to session for pre-planned absences (extenuating circumstances). Clinical and lab make-up will be available on a limited basis and only in the case of extenuating circumstances. However, even in the case of extenuating circumstances, the ability to make up clinical and lab is not guaranteed due to clinical agency capacity, faculty availability, or the number of hours needed to make. In cases where a student cannot make up required lab or clinical, the student will be administratively withdrawn from the course and a grade of “W” will be earned for the course.

When extenuating circumstances exist, students must notify the faculty member as early as possible, but in all cases, notification must occur prior to the start of the clinical or lab session. Failure to notify the faculty of an extenuating circumstance that will result in a missed clinical or lab session is considered a no-call, no-show and can result in the student being administratively withdrawn from the course and a grade of “WF” will be assigned to the course.

Late Arrival/Tardiness

Arriving late for laboratory or clinical is considered unprofessional. Late arrival to a clinical site could pose a risk to patient safety. As such, students arriving late may not be able to participate in laboratory or clinical learning for that day. An array of unanticipated events could contribute to lateness, so students are asked to plan accordingly. If a student has an unavoidable delay in getting to the laboratory or a clinical site, the clinical faculty member should be contacted immediately.

Graduation Requirements

Completion of all required courses at the required grade achievement level and a cumulative GPA of 2.66 or higher.

Time Requirements

The program is designed to require a full-time commitment. For didactic content, the student is expected to spend a minimum of 3-4 hours for every credit hour of work each week. Depending on the term, students will also be participating in up to 225 clinical learning hours over the course of the term. As such, allocating at least 40 hours to completing program requirements per week is reasonable. This is average, so the actual number of hours required may be more, but seldom will it be less.

Academic Probation

A student will be placed on academic probation if the student's overall or term cumulative grade point average (GPA) falls below a "B-" (2.66).

-or-

The student receives a grade of "F" or "WF" for any non-BIO general education course or a grade of "C+" or below for any nursing course (those whose course code begins with an NR), biology courses (those courses whose course code begins with a BIO), and MA102 College Algebra.

Disqualification

A disqualified student is one who is removed from the program for academic or administrative reasons. A student on probation may be disqualified from the program for the following reasons:

- Students failing more than one (or repeated failure of the same) required general education courses before beginning the core nursing courses (semester 4 on the model curriculum). Note failing biology courses (those whose course code begins with BIO) and MA102 College Algebra is achieving a grade of "C+" (2.33) or below
- Students failing more than one (or repeated failure of the same) of the following courses (Note failing these courses is achieving a grade of "C+" (2.33) or below):
 - o Nursing courses (those whose course code begins with NR)
 - o BIO 300 Pathophysiology
 - o BIO 400 Psychoneuroimmunology
- After one academic term on probation, the student's cumulative grade point average is below "B-" (2.66).
- The term on probation resulted in a GPA less than B- (2.66).
- Failure to successfully complete NR425 after two attempts.

Administrative disqualification or dismissal may occur independently of academic probation when a student fails to maintain mandatory clinical eligibility or compliance requirements. This includes administrative dismissal following a final positive or confirmed positive drug screening result, as described under **Drug Screening and Clinical Eligibility**.

Suspension and Expulsion

Students may be suspended or expelled from the College as a sanction for violations of the College Code of Conduct and Professional Standards or in cases of egregious academic dishonesty. Suspension or expulsion is effective immediately and remains in effect during any appeal. A student who elects to appeal may not attend classes, clinical experiences, laboratory or simulation activities, or participate in any other academic or College activity while the appeal is pending. Filing an appeal does not stay or otherwise delay the imposed sanction.

Course Withdrawals and Academic Progression

Students may withdraw from no more than two (2) courses during the core nursing portion of the program. This policy applies to all NR-designated nursing courses as well as BIO300 and BIO400. Students who withdraw from a core nursing course must repeat the course in its entirety during the next term in which the course is offered in order to progress in the nursing sequence. A student may withdraw from a specific course only once. A second withdrawal from the same course will be recorded as a “WF” (Withdrawal Failure), which is treated as a course failure for purposes of academic progression. Withdrawals associated with documented extenuating circumstances, such as serious illness, surgery, childbirth, hospitalization, military obligation, or other extraordinary events, may be reviewed on a case-by-case basis by the Dean of Nursing or designee and may be excluded from the withdrawal limits described above.

Employment During the Program

The hybrid program format offers some flexibility regarding when some course requirements can be met. However, the program has significant in-person learning and scheduled-time (synchronous) exam requirements. Additionally, study-time requirements are significant to achieve success. Therefore, employment during the program should be limited. Students’ work schedules will not be considered or accommodated in the scheduling of any program requirements.

Commencement (Graduation) Ceremony

Participation in the commencement ceremony is an important public acknowledgment of your achievements and an opportunity to celebrate with family and friends. However, the ceremony itself is unrelated to when a

degree is conferred. Degrees are conferred when all degree requirements have been met and certified by the office of the college registrar. This occurs within the weeks following the completion of the final term of coursework. PCHS holds one commencement ceremony once a year in spring (late April/early May). Nursing program graduates participate in the ceremony following their term of program completion. Students must complete all degree requirements to participate in the commencement ceremony. No nursing program student may participate in the commencement ceremony prior to program completion.

Clinical Requirements and Expectations

Clinical Learning and Simulation Laboratories

The clinical learning and simulation laboratories are extensions of clinical learning environment. The laboratories provide safe practice spaces for students to learn and develop clinical competencies.

- Professional behavior is always expected in the Simulation/Skills Lab by all participants. Students are expected to abide by the Student Code of Conduct.
- College required nursing uniform and dress code is reinforced including student ID badge.
- The Simulation/Skills Lab cannot be held responsible for any personal items left behind.
- All Simulation/Skills Lab participants are expected to be punctual for learning sessions.
- Food and drinks are not permitted in the Simulation/Skills Labs
- Unauthorized photography is not permitted in Simulation/Skills Lab. Anyone requiring photographs for a presentation or poster will ensure that written consent is acquired from anyone featured in the photographs.
- The computers located in the Simulation/Skills Lab areas are not for personal use.
- Anyone who is found intentionally damaging property or moving or removing equipment or supplies in the Simulation or Skills Lab without permission will be asked to leave the premises immediately. Subsequently, communication reporting the incident will be sent to the Assistant Dean of Clinical Lab & Simulation and appropriate administrators. Any actions taken will be consistent with those outlined in the student code of conduct.

- All participants of the lab(s) space must act in a manner that does not disturb the academic activities occurring in or outside of the lab.
- No lab participant shall infringe upon the privacy, rights, privileges, health, or safety of other lab participants.
- Conduct within the lab should mimic student's clinical experiences and expectations.
- Do not sit on the beds; beds are to be used by people when assuming the role of the patient only.
- Do not use the equipment for any purpose other than specified; anyone who fails to comply with this request will be asked to leave the lab and consequences will follow in terms of the student code of conduct.
- Please do not use newspaper, betadine, and ink pens near the mannequins.
- Cell phones must be put away during Simulation Lab experiences.
- If a student desires the use of the simulation/skills lab for open lab or any other reason, it must be approved via email and scheduled first by the director of simulation at simulationlab@pacificcollege.edu.
- All students who use the simulation/skills labs must be supervised faculty, staff, or administrator.
- Mannequins in the lab should always be kept in the hospital beds when not in use. Do not move these mannequins and associated equipment unless it is part of the skill assignment (i.e., lifting, moving, etc.). When cleaning up after using the lab, please make sure that mannequins are returned to the bed, beds are made, and all supplies are replaced and put away. Beds should be left in the lowest position.
- Each person or group using the simulation lab supplies and equipment are accountable to clean up after lab use. Please leave the lab the way it was found so that others may use it.
- The hours of the simulation lab are contingent upon scheduled labs and/or simulation courses and availability of simulation personnel.
- The terms of these guidelines are subject to change at any time.

Clinical Information Session, Clinical Onboarding, and Compliance Requirements

All students are required to attend a mandatory practicum/clinical information session at the beginning of the semester prior to the start of their practicum experience. Topics covered during this session include clinical

compliance requirements, DISA account creation, practicum course expectations, clinical learning activities, student roles and responsibilities, clinical placement processes, and other essential information related to clinical education.

The College uses DISA (formerly known as CastleBranch) to manage clinical compliance requirements established by affiliated clinical partners. In addition to maintaining all required compliance documentation, students are responsible for completing all clinical onboarding requirements established by each assigned clinical facility. These requirements may include, but are not limited to, mandatory facility orientation sessions, electronic learning modules, confidentiality agreements, background screening verification, identification requirements, and any additional site-specific requirements. Students are required to complete all onboarding activities by the deadlines established by the clinical facility and/or the Nursing program to obtain clinical clearance.

Attendance at all required clinical facility orientation sessions is mandatory. Failure to attend a required orientation, complete all assigned onboarding requirements, or meet established deadlines may result in the student being denied access to the clinical site by the affiliated facility. Students who are not clinically cleared by the required deadline will be unable to participate in clinical experiences.

Students who fail to attend the mandatory practicum/clinical information session will not be permitted to register for the subsequent semester and, therefore, will be unable to progress in the nursing program. Students who fail to obtain clinical clearance because of incomplete onboarding requirements, missed mandatory facility orientations, or failure to meet established deadlines may be subject to an Academic Withdrawal (AW) from all clinical courses for the applicable semester. Clinical placement cannot be guaranteed once deadlines have passed, and exceptions cannot be made when requirements are established by affiliated clinical partners.

Clinical Clearance Requirements

Students are required to meet all clinical compliance requirements as part of the clearance process for participation in clinical experiences at the College's affiliated healthcare facilities. Clinical compliance requirements are established by the College and its clinical partners and must be satisfied before students are permitted to participate in any clinical learning activities.

Students are responsible for maintaining continuous compliance throughout their enrollment in all clinical courses. All required compliance documents must remain current and valid at all times. Expired, incomplete, or missing compliance documentation may result in the immediate loss of clinical clearance and removal from the clinical setting until compliance has been restored. Students are not permitted to attend or participate in any clinical activities while out of compliance.

Students who need assistance with clinical compliance requirements or the submission of required documentation should contact the Clinical Compliance Team promptly for guidance and support. It is the student's responsibility to monitor expiration dates and ensure that all renewal requirements are completed before their established deadlines.

Failure to maintain clinical compliance may result in an Academic Withdrawal (AW) from the clinical course, as students who are not clinically cleared are ineligible to participate in required clinical experiences necessary to meet course and program outcomes.

- Negative urine drug screen (includes screening for Tetrahydrocannabinol (THC) - one of the components of marijuana/cannabis) within 3 months of starting clinical¹
- Clear background check²
- Personal health insurance³
- Current American Heart Association Basic Life Support certification⁴
- TB status² within the last 12 months by submitting one of the options:
 - Negative Two-Step TB skin test OR
 - Negative TB screening blood test. (IGRA, T-Spot, QuantiFERON Gold))
 - Documentation of a previously positive TB screening test or diagnosis of TB or Latent TB Infection with a symptom-free questionnaire and chest x-ray results that rule-out TB.
- Hepatitis B ("HBV/Hep B/HBsAb"): serological evidence of immunity OR documentation of non-responder status. Special follow-up will be required for those whose vaccination series is in process
- Measles, Mumps, and Rubella IgG: serological evidence of immunity to each. Special follow-up will be required for those whose serological evidence suggests that they are not immune
- Varicella IgG: Serological evidence of immunity. Special follow-up will be required for those whose vaccination series is in process
- Tetanus, Diphtheria, and Pertussis (Tdap) vaccine (date must be within 10 years)

- Influenza vaccine² (date must be current season, date will depend on time of year)
- COVID-19 vaccine
 - Initial vaccination of a COVID-19 vaccine:
 - one dose of a one-dose regimen -OR-
 - first and second doses of a two-dose regimen
 - AND-
 - a booster vaccination: initial booster (2020 - 2022) -OR- multivalent COVID-19 vaccine (2023 to current)
- Driver's license or state issued identification
- N95 mask fit² test - passed
- Physical examination² completed within the last 12 months. *PCHS Health History/Physical form* must be signed by licensed healthcare provider and the box "The student is cleared to participate in direct patient-care clinical practice without limitations" must be checked

¹Expires every 6 months

²Expires annually

³Continuous coverage provided

⁴Expires every 2 years

All proof must be submitted by the established deadline, or a registration hold will be implemented. Placement in a clinical is not possible unless the deadline is met. If a student submits verification of all required elements after the deadline, the student will not be able to participate in clinical learning during the following term.

Note that clinical sites may have additional compliance requirements including but limited to further COVID-19 vaccination and booster and more recent/frequent urine drug screening. Students who are assigned to these sites will need to comply with these requirements by the established deadlines to participate in clinical. If a student submits verification of additional required elements after the deadline, the student will not be able to participate in clinical learning during the following term.

Drug Screening and Clinical Eligibility

Students enrolled in the Prelicensure Bachelor of Science in Nursing program must maintain a valid negative drug screen and remain compliant with all clinical requirements throughout the program. Drug screening may be required prior to participation in or progression to clinical coursework and at

any additional time required by the College, a clinical affiliate, or a regulatory agency. Clinical affiliates may impose additional or more frequent drug screening requirements.

Certain prescribed medications may result in an initial non-negative drug screening result. When applicable, students may be contacted by the designated Medical Review Officer (MRO) or laboratory and required to provide documentation of a valid prescription or medical authorization. Students are responsible for responding promptly and completing the review process within established timelines. A result reported by the MRO or laboratory as negative, acceptable, or otherwise cleared for compliance purposes satisfies the drug screening requirement, subject to any additional clinical affiliate requirements.

Medical marijuana/cannabis authorization, certification, or prescription does not exempt students from clinical compliance requirements. The presence of tetrahydrocannabinol (THC) may result in clinical ineligibility regardless of state legalization status or medical authorization.

A student who receives a final positive or confirmed positive drug screening result while enrolled in the nursing program will be deemed ineligible for clinical placement and administratively dismissed from the nursing program. This requirement applies regardless of academic standing, course performance, intent, or explanations related to personal, recreational, or medical use. A subsequent negative drug screen does not negate an earlier final positive result unless specifically authorized by the College as part of an approved re-entry process.

Drug screening results reported as invalid, rejected, diluted, adulterated, substituted, or otherwise unable to verify a negative result do not satisfy clinical compliance requirements. Students with such results are considered noncompliant until a valid negative result is obtained and may be required to complete immediate retesting, testing within a specified timeframe, observed collection, testing at a designated laboratory, or other additional compliance requirements. Repeated inability to provide a valid negative drug screen may result in clinical ineligibility, a registration hold, administrative withdrawal, or dismissal from the program.

Students dismissed as a result of a positive drug screen may apply for re-admission in accordance with institutional re-entry procedures; however, re-admission is not guaranteed. The College may establish additional drug screening, compliance, or professional accountability requirements as conditions of an approved re-entry.

Clinical placement eligibility is ultimately governed by the requirements of affiliated healthcare agencies and clinical partners. The College cannot override clinical affiliate requirements or guarantee clinical placement for a student who is unable to meet required clinical compliance standards.

Dress Code and Appearance for Nursing Laboratory and Clinical

The nursing program has standards for dress and grooming to ensure the professional appearance of its student and clinical faculty at practicum site settings. Specific guidelines to promote standard infection control practices are also taken into consideration.

Students and clinical faculty are required to wear PCHS nursing program-approved uniform when attending clinical-related activities. If a practicum site has a different dress code requirement, students and clinical faculty will be notified ahead of time by nursing administration. Typically, business casual attire with the student/faculty PCHS white coat is required. Business casual attire may include full length dress pants/slacks with a blouse or polo shirt (no logos). Jeans and denim material are not acceptable.

Students and clinical faculty must wear their PCHS student ID badge and if required, site-specific student ID badge. The ID badge(s) must be worn above the waist and with the photo and name facing outward. Shoes should be well-fitting and comfortable, as students and clinical faculty may be subject to standing for long periods at a time. Non-slip soles and non-mesh materials are highly recommended for safety reasons. Clogs/open back or open toe shoes are not permitted. Shoes/laces should be clean in appearance.

Good personal hygiene is expected of all students and clinical faculty in attendance at the clinical site. Scented perfumes, colognes, and other fragrance products should be used minimally as exposure to strong scents and fragrances can be offensive to others.

Hair length and style should not get in the way of wearing personal protective equipment (i.e., face masks, safety glasses/goggles, and head caps). Hair must be pulled away from the face and not hanging over the shoulders when doing nursing procedures. Hair must be neatly placed in a ponytail or bun. Facial hair must be well groomed.

Natural nails should be kept short and appropriately trimmed no longer than the fingertip to avoid cutting or scratching a patient, as well as to minimize dirt and debris from getting under the fingernails. Polish, if worn, may not be

chipped. Artificial nails (e.g. acrylic nails, wraps, gels) or nail embellishments of any kind are prohibited per standards of infection control. Likewise, artificial eyelashes whether strip or individual extensions (temporary or semi-permanent) are prohibited due to risk of dislodgement. Jewelry is limited to a minimum as follows:

- Only a wedding band may be allowed.
- A watch with a second-hand and non-metal band.
- Body piercing jewelry (including earrings) should be flush against the body to avoid accidental injury from pulling.

Note that necklaces are prohibited due to risks associated with pulling/grabbing and bracelets are prohibited due to infection control standards.

The College will make reasonable accommodations for dress or grooming directly related to the student's/faculty's religion or culture, unless such accommodation poses a risk to the safety or health of the individual or others OR is not in compliance with practicum site dress code.

Students and faculty must comply with facility dress codes even if they are stricter or more conservative than those of the college. Students may not participate in clinical or laboratory learning unless dress code standards are met.

Clinical Agency Policies and Procedures

Nursing students and clinical faculty are expected to uphold the policies and rules of the clinical agencies to which they are assigned. Examples of policies include and are not limited to infection control standards, patient records and access (security, confidentiality, privacy and HIPAA), and general safety measures (facility codes for fire, disaster management, child abduction, etc.).

Additionally, policies and standards related to clinical care and procedures differ across agencies and may differ from those learned in courses and clinical laboratories. Students must review the agency policy manual prior to performing any clinical skill or procedure to ensure alignment with agency policy and required procedures.

Clinical Placement and Assignment

Students are assigned to their clinical placements for practicum rotations. Clinical site, schedules/shift rotation, and number of students per clinical group are determined based on the availabilities provided by the clinical partners. Clinical learning can take place any of the seven days of the week

and on any shift (including overnight shifts). Students are expected to keep their schedule open to attend their assigned clinical placement rotation for the duration of the program. Additionally, clinical site location may vary geographically. Placements can occur in any of the five boroughs of New York City, Long Island, or the nearby counties north of New York City. Due to the limited number of available clinical spots, a student's location of residence will not be considered in determining clinical placement.

The College will make every effort to communicate clinical assignments to students as early as possible. Whenever feasible, clinical assignments will be provided prior to the end of the preceding academic term.

However, the timing of clinical assignments is dependent upon the availability of clinical placements and confirmation from affiliated healthcare agencies, both of which are beyond the College's control. As a result, some clinical assignments may not be finalized or communicated until the academic break between terms or after the term in which the clinical experience will occur has begun.

Please note that even after final clinical assignments are issued, schedules may be subject to change. The College reserves the right to modify clinical dates, times, or locations when necessary, due to changes in clinical agency availability, faculty availability, or other circumstances beyond the College's control. Students are expected to remain flexible and adapt to any schedule changes deemed necessary to ensure the continuity and quality of their clinical education. Students are responsible for monitoring course communications for clinical schedule updates

Clinical Placement Following a Clinical Course Failure

Students who are required to repeat a course with a clinical component following a course failure will be considered for clinical placement after final course grades have been posted and eligibility to repeat the course has been confirmed. At that time, the clinical team will determine the student's clinical placement and schedule based on available clinical sites, shifts, faculty, and clinical group capacity.

Because clinical placement decisions following a course failure cannot be finalized until final grades are posted, students repeating a clinical course may receive their clinical assignment later than other students. Students should not assume that a previous clinical site, day, shift, faculty member, or schedule will remain available when the course is repeated.

Students repeating a clinical course may also be required to complete new, renewed, or site-specific clinical compliance requirements before being cleared for clinical learning. These requirements may differ from those associated with the student's previous clinical placement and may include requirements established by the newly assigned clinical agency. Students are responsible for completing all communicated compliance requirements by the established deadlines.

Clinical placement and schedule information will be provided once an available placement has been identified and all applicable clinical clearance requirements have been satisfied. Failure to complete required clinical compliance items may delay or prevent the student from participating in the clinical experience.

Religious Accommodation in Clinical Placements

The New York City Human Rights Law and the New York State Human Rights Law prohibit discrimination based on religion and require reasonable accommodation of religious observance unless doing so would impose an undue hardship. The College takes its compliance with these laws seriously.

Due to the complex nature of clinical scheduling and the limited availability of clinical placements across all days of the week, students who require a religious accommodation that restricts availability from certain days for clinical learning experiences must notify the administration in writing no later than the seventh (7th) week of their first term of study.

Students who have received an approved accommodation are required to re-affirm their request annually in writing prior to the start of each calendar year. This ensures the College has the most current information when planning clinical schedules. Requests submitted after published deadlines will be reviewed, but the College may have very limited ability to provide an accommodation once clinical assignments have been made.

Clinical Site Orientation

Comprehensive orientation to clinical learning and clinical learning facilities (i.e. hospitals, healthcare agencies, etc.) is a pillar of patient safety and is required in our contractual agreements with all clinical learning sites.

Therefore, all clinical site orientations are **mandatory**, and attendance is required unless an extenuating circumstance can be demonstrated.

However, given the limited ability to make up an orientation at a clinical site (the clinical site controls many such orientations), even with extenuating

circumstances, a student may have to be administratively withdrawn from a course with a clinical component if orientation was not attended. In these cases, the student would earn a “W” for the course. Information about the clinical orientation is shared with the students and clinical faculty as soon as the information is available, usually during the first or second week of the term. Clinical site orientation hours are not counted towards clinical hours.

Student Role and Responsibilities

Students must meet clinical compliance requirements to participate in the practicum clinical experiential learning activities. During the practicum/clinical experiential learning rotation, BSN students are expected to:

- Comply with all college and clinical site policies and procedures pertaining to practicum/clinical site activities.
- Participate in self-directed learning by identifying learning needs related to competency development and meeting course/clinical learning outcomes as outlined in the clinical performance evaluation.
- Come to their practicum rotation prepared with clinical paperwork, completed pre-activities, and learning objectives.
- Be engaged in pre- and post-conferences, sharing learning experiences with peers.
- Maintain accountability for own student nurse actions.
- Seek feedback regarding clinical progress and completion of goals and objectives.
- Complete self-evaluation and providing feedback about their clinical experiential learning experiences.

Clinical Faculty Role and Responsibilities

All nursing clinical faculty are employees of the PCHS nursing program. Clinical faculty must meet clinical compliance requirements to be assigned to teach a clinical group of students. During the practicum/clinical experiential learning rotation, clinical faculty are expected to:

- Comply with and role model all college and clinical site policies and procedures pertaining to practicum/clinical site activities.
- Collaborate with clinical site healthcare staff to identify learning opportunities for students to meet clinical learning outcomes.
- Facilitate a safe learning environment for students to develop clinical judgment and nursing skills competencies.

- Provide timely feedback to students using just-in-time learning moments.
- Evaluate student clinical performance using the clinical evaluation tool.
- Communicate clinical issues and concerns with course faculty and program administrator.

Course Faculty Role and Responsibilities

All nursing course faculty are employees of the PCHS nursing program. They coordinate facilitation of teaching-learning methodologies with clinical faculty and students to optimize application and synthesis of didactic learning in the classroom for development of professional nursing competencies and achievement of clinical learning outcomes. During the practicum/clinical experiential learning rotation, course faculty are expected to:

- Assume responsibility for the overall coordination of the student clinical learning experience.
- Provide the clinical faculty and students with the course syllabus, course objectives and outcomes, expected clinical paperwork, assignments and evaluation performance form.
- Collaborate with the student and the clinical faculty on the development of individual student learning needs, objectives and goals.
- Meet with the student and clinical faculty to address emergent issues, assess the student's performance, determine the effectiveness of the clinical experience, and discuss ideas to better achieve outcomes.
- Monitors student progress in achieving course objectives, learning goals, and provides ongoing feedback.

Clinical Evaluation of Student Performance

Student clinical experiential learning outcomes are derived from the course learning outcomes as stated in respective practicum course syllabi.

Competency statements from the various professional nursing standards (i.e., *2021 AACN Essentials*, *2019 American Holistic Nurse Association Scope and Standards of Practice, 3rd ed.*, and the *NCSBN 2022 NCLEX-RN Test Blueprint*) are used as observable and objective measures for the clinical learning outcomes listed in the clinical evaluation tools. **Clinical Performance Evaluation Tools** for each practicum course are available for download in the learning management system.

Students are expected to conduct a self-evaluation of their clinical performance during mid-term (week 7) and final (week 15) clinical evaluations. Clinical faculty provide the student feedback on their progress on meeting clinical learning outcomes at mid-term and clinical outcomes achievement in the final clinical evaluation. In collaboration with their clinical faculty and course faculty, the mid-term clinical evaluation should include student plans for meeting clinical learning outcomes by the end of the clinical experience. In the final evaluation, students must demonstrate meeting ALL clinical learning outcomes with a “Satisfactory” score. Failure to achieve satisfactory performance in the clinical requirements of the practicum course or non-compliance with completion of the clinical evaluations by the stated deadlines will result in a grade of “F” for the following courses:

- NR310: Essentials of Nursing Practice
- NR312: Holistic Caring for Adults I
- NR314: Holistic Caring for Families
- NR410: Holistic Mental Health and Wellness Nursing
- NR 412: Holistic Caring for Adults II
- NR404: Community Health Nursing
- NR425: Senior Seminar and Practicum

Computer Hardware and Other Requirements

The program is technology-rich and heavily relies on digital platforms and tools for successful delivery of coursework, assessments, and learning experiences. Ensuring that each student is equipped with the appropriate computer hardware and software is critical to academic success. Students must meet the following technology requirements as a condition of enrollment.

Required Computer Specifications

All students must have access to a laptop computer that meets the following requirements:

- A Windows-based laptop computer running Windows 11 or later is required.
- Macs, iPads, Chromebooks, tablets, and other mobile or unsupported devices are not permitted and will not be able to run required software, access testing platforms, or meet compliance standards.

Webcam Requirements for Exam Proctoring

All students are required to have a webcam capable of performing a 360-degree room scan, which is required for the secure in-person proctoring process. Acceptable options include:

- An integrated laptop webcam, which can be used to scan the room by moving the laptop as needed.
- A detachable USB webcam that can be manually moved around the room.

Internet Access

Students must have access to reliable and stable internet service, with speeds of 20 Mbps or higher strongly recommended to ensure smooth access to virtual classes, exam proctoring software, and other learning resources.

Software and Browser Requirements

- Students are required to install and use Microsoft Office 365, which is available free of charge to all enrolled students through their Pacific College email account.
- All academic work and program-related tasks must be completed using either the Google Chrome (119 or later) internet browser. Other browsers may not support all necessary functions of the College's learning and testing platforms.
- Respondus LockDown Browser and Monitor installed and operational.

Communication and Problem Solving

Faculty and staff are highly committed to student success. Clearly communicating needs, seeking out and using available resources, and problem-solving are vital to your success. For all course needs, your faculty is the primary resource for assistance, information, and academic support. Due to the asynchronous format of the coursework, you may not be engaged in the course at the same time as your faculty. Therefore, it is important that you develop the habit of engaging via the Blackboard course with faculty when questions, needs, or concerns arise. Faculty are expected to return communications within 2 days of receipt.

For non-course-related issues, your primary resource is your advisor. Always use the email nursingadvising@pacificcollege.edu when communicating with

your advisor. Multiple team members monitor this mailbox, so it will always get to the most appropriate person to assist you. Again, team members are expected to respond within 2 days. All communication to faculty and staff must be through the Blackboard course or your school email account. You may not use personal email accounts when communicating with college personnel.

Reservation of Rights

Pacific College of Health and Science reserves the right to change the terms and conditions outlined in this manual at any time without notice. Information updated after the publication date is noted in the table that proceeds the manual table of contents.